

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-007

TO: Charter School Administrators, Directors, Principals
FROM: Maggie Singler
DATE: September 12, 2003
SUBJECT: September 15, 2003 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The September 15, 2003 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site at <http://www.ade.az.gov/districts>. If you need help finding or viewing these reports please contact a Regional Training Center (<http://www.ade.az.gov/rtc>).

All eligible charter schools have been paid on estimated counts submitted by August 22, 2003. In the event that you did not receive a September 15, 2003 payment, it may be due to missing or late submitted estimated student counts, calendar not submitted online or M & O Deduct forms not submitted. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting estimated student counts or M & O Deduct forms please contact Rose Whelihan at (602) 542-8240 or by e-mail at rwhelih@ade.az.gov. Questions regarding entering calendars on line should be directed to David Schuricht at (602) 542-8243 or email at dschuri@ade.az.gov.

Estimated student counts submitted on or before September 19, 2003 ***or if applicable, 40th day counts due by September 30, 2003***, will be the basis for October funding. In order to receive an October charter payment, charters must also have submitted a calendar online and a completed/signed M&O Deduct form by September 19, 2003. **All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site by 5:00 PM on or before the dates listed above to be eligible for a payment in the following month.** It is the responsibility of each charter school to verify that the Charter School Estimated Count report, or ADMS46-1 Report for 40th day if applicable, posted on their web page (<http://www.ade.az.gov/districts>), accurately reflects the data submitted. **Charter schools should revise their estimated counts each month to accurately reflect the actual student registration, until the charter has reached its 40th day.**

Please check the submission status of your proposed and adopted budgets as well as your budget worksheets. This may be done at <http://www.ade.az.gov/budget>. If you have questions related to budget submission, please call Rachel Meier at (602) 364-1990 (rmeier@ade.az.gov) or Leslie Martin at (602) 542-8246 (lmartin@ade.az.gov).

If you have any concerns regarding your equalization calculations or payments please contact me at 602-542-8244 or by email at msingle@ade.az.gov.

September 15, 2003